

## **SENIOR RECREATION PROGRAM COORDINATOR**

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**DEPARTMENT:** Community Services/Parks and Recreation

### **NATURE OF WORK:**

Performs responsible professional and supervisory/administrative work in planning and implementing recreation programs. Oversees and directs the operation of a major facility based program unit which includes supervision of full-time staff. Duties are performed under the general supervision of the Superintendent of Recreation.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Plans and implements recreation programs in areas such as seniors, teens, dance, arts and crafts, and youth activities.

Supervises the work of assigned staff; provides guidance and training to full-time, part-time, and volunteer staff; interviews and hires staff; conducts performance evaluations.

Assists in the establishment and enforcement of unit rules, regulations, and procedures.

Works with community groups and leaders, school staff and principals to develop programs needs and promote volunteer group involvement in program implementation.

Prepares unit budget; manages unit revenues and expenditures and prepares financial reports.

Evaluates program delivery and effectiveness; makes recommendations for change and implements changes as authorized.

Coordinates help from other County departments as needed; participates in Division and County planning teams as required.

Assists superintendent in developing unit short and long range goals.

Prepares and submits grant applications as needed; prepares monthly and quarterly financial grant reports.

Updates program design and content to keep unit within mandated State standards (licensing) where required.

Develops and implements marketing strategy or program unit.

Acts in the absence of the Superintendent of Recreation as required.

Performs related work as required.

Promotes and ensures proper employee training and compliance with the County safety program and departmental safety procedures; ensures that all equipment materials and work conditions are adequately maintained to prevent accidents.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting and at various activity locations throughout the County. Drives County vehicle to activity sites. Operates standard office equipment to include telephone, computer keyboard, calculator, copy machine, etc. Requires working some evenings and weekends.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of the principles and practices of recreation administration and supervision.

Considerable knowledge of proper practice and techniques of personnel management.

Thorough knowledge of the principles and methods of program planning and evaluation.

Knowledge of child safety and rules of fair play to control liability risks.

Knowledge of various software applications, such as WordPerfect and Excel.

Ability to establish and maintain effective working relationships with staff, County and community officials, other employees, and professionals, and the general public.

Ability to develop and maintain a budget.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Recreation Administration or related field, preferably from a National Recreation and Parks Administration (NRPA) accredited college or university; considerable experience in recreation program planning and implementation, some of which shall have included supervisory experience; or any equivalent combination of experience and education which provides the required knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Virginia Driver's license.

Requires a Virginia Criminal History Records check.

Professional certification through NRPA preferred.